



Application for the Utah State Office of Education Utah Studies Endorsement

This endorsement is attached to an Educator License with an Elementary, Secondary or Special Education area of concentration. A person with an Educator License who completes the requirements for a Utah Studies Endorsement will receive an endorsement allowing them to teach Secondary Utah Studies courses.

Applicant Information

Name _____ Date submitted _____

Cactus ID (preferred) _____ or SSN _____

District _____ School _____

Major _____ Minor _____

Home Address _____

Home Phone _____ Work Phone _____ City _____ State _____ Zip _____

Email _____

Check One: ☐ This is an application for the Utah Studies Endorsement (see below)
☐ This is an application for a State Approved Endorsement Plan (SAEP) for the Utah Studies Endorsement (see page 2)

There are two ways to earn a Utah Studies Endorsement.

1. Complete all required university or college coursework with a grade of "C" or better recorded on a transcript, or other USOE approved professional development courses recorded in CACTUS, and successful passage of Praxis II test.
(Note: Teachers who teach three or more Utah Studies courses must have a history endorsement or equivalent.)
2. Demonstrated Competency.

Instructions for Completing and Submitting the Application

1. Fill in the Applicant Information (above) and check the courses completed that satisfy each of the Requirements (see pages 3, 4).
2. For university courses, attach original transcripts (internet transcripts are not acceptable), with courses highlighted. For professional development courses, attach a copy of the CACTUS report, with courses highlighted. In some cases, the university course name on the transcript is non-specific, e.g. "Special Topics in Education." If this is the case, submit either a syllabus from the course or a letter from the instructor or department verifying that the course meets the requirement.
3. Print the Utah Studies Endorsement Checklist and check completed coursework.
4. Send the Application Form, highlighted transcript, and the Endorsement Checklist with a \$40.00 processing fee to:

For **completed** endorsements:
Utah State Office of Education
Attn: Janet Strong
Educator Quality & Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

For Further Information contact: Tom Sutton, Social Studies Specialist-- tom.sutton@schools.utah.gov

State Approved Endorsement Program (SAEP)

1. An approved SAEP for the Utah Studies Endorsement allows a secondary teacher to teach Utah Studies classes while working on the endorsement.
2. The applicant has two years from the date the SAEP is approved to complete the requirements for the endorsement (see pages 3, 4).
3. The applicant must be currently listed in CACTUS as teaching the subject which requires them to be endorsed in the subject area.
4. Teachers who teach three or more Utah Studies courses must have a history endorsement or equivalent.

Submitting the Application

1. Print and complete the Endorsement Application Form (page 1).
2. The processing fee is \$40.00.
3. Attach official Transcript(s) and/or CACTUS printouts with the relevant courses highlighted. Internet transcripts are not acceptable.
4. Send the completed application, official transcripts, and processing fee to:

For State Approved Endorsement Program (SAEP) (paid by district or charter school):

Office of Education
Attn: Stephanie Ferris
Utah State Office of Education
Educator Quality & Licensing
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

For Further Information contact: Tom Sutton, Social Studies Specialist-- tom.sutton@schools.utah.gov.

Utah Studies Endorsement Checklist

Put a check next to the course that appears on your transcript. Complete the boxes only if "other" is checked.

1. Utah History

- ☐ BYU HIST 364
- ☐ SUU HIST 3870
- ☐ U of U HIST 4660
- ☐ USU HIST 3850
- ☐ UVU HIST 3260
- ☐ WSU HIST 4130
- ☐ Other – Complete the box at the right

Name of Course _____

Date Completed _____ # Hours _____

University _____

2. Utah Geography

- ☐ BYU Geog 245
- ☐ SUU Geog 3600
- ☐ U of U Geog 3600
- ☐ USU
- ☐ UVU
- ☐ WSU
- ☐ Other – Complete the box at the right

Name of Course _____

Date Completed _____ # Hours _____

University _____

3. Specialized Utah Studies Course

- ☐ BYU
- ☐ SUU
- ☐ U of U
- ☐ USU
- ☐ UVU
- ☐ WSU
- ☐ Other – Complete the box at the right

Name of Course _____

Date Completed _____ # Hours _____

University _____

4. Specialized Utah Studies Course

- ☐ BYU
- ☐ SUU
- ☐ U of U
- ☐ USU
- ☐ UVU
- ☐ WSU
- ☐ Other – Complete the box at the right

Name of Course _____

Date Completed _____ # Hours _____

University _____

5. Teaching Methods in Social Studies

- ☐ BYU SC ED 377R (Secondary)
- ☐ BYU EL ED 365 (Elementary)
- ☐ SUU SOSC 4900 (Secondary)
- ☐ SUU EL ED 3490 (Elementary)
- ☐ U of U TL 5380
- ☐ USU SCED 3500
- ☐ UVU HIST 4250 (Secondary)
- ☐ UVU EL ED 4530 (Elementary)
- ☐ WSU HIST 4500
- ☐ Other – Complete the box at the right

Name of Course _____

Date Completed _____ # Hours _____

University _____